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# HQ. INSTRUCTION SHEET

REMOVE			INSERT			EXPLANATION
ISSUANCE NOS.	PAGE NOS.	DATE	REG. NOS.	PAGE NOS.	DATE	
						<p>Paragraph <span style="border: 1px solid black; padding: 0 10px;"> </span> is revised to permit the Director of Personnel to extend to 18 months the time limitation on reimbursement of authorized expenses in connection with separation of an employee or death of an employee or dependent.</p>

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**DISTRIBUTION:**

2. APPLICATION. This regulation governs official Agency travel and related shipment and storage. The provisions apply to all Agency personnel and their dependents unless otherwise specified.

a. TRAVEL AND RELATED SHIPMENT AND STORAGE. Travel at Government expense and related shipment and storage of effects may be authorized or approved as follows:

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- (1) [Change in process as Job 5353, attached to Job 5856 on [redacted] Tours of Duty Abroad]
- (2) [No change]
- (3) Upon separation abroad for reasons other than retirement, travel and transportation expenses from the last post of assignment to the employee's Permanent Place of Residence as defined in [redacted] including removal of effects from storage and delivery to authorized destination provided the Service Abroad Agreement is not breached. An employee who elects to reside elsewhere will be allowed expenses incurred not to exceed the constructive cost of direct travel and transportation from the last post of assignment to his Permanent Place of Residence.
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- (4) Upon retirement:
- (a) Abroad, travel and transportation expenses from the last post of assignment to the place where the employee will reside in the United States, its possessions, or the Commonwealth of Puerto Rico including removal of effects from storage and delivery to the authorized destination. An employee who elects to reside elsewhere will be allowed expenses incurred not to exceed the constructive cost of direct travel and transportation from the last post of assignment to his Permanent Place of Residence as defined in [redacted]
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- (b) Within the continental United States by a participant in the CIA Retirement and Disability System, travel and transportation expenses from the last post of assignment to the place where the employee will reside in the United States, its possessions, or the Commonwealth of Puerto Rico. If the employee elects to reside elsewhere, the constructive cost provisions of subparagraph (4)(a) above will apply.
- (5) [No change]

S-E-C-R-E-T

GROUP 1  
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(6) [Change in process as adjunct to Job 5891 on [ ] Disposition of Remains and Travel and Transportation Expenses in Death Cases.]

(7) [No change]

(8) [Change in process as Job 5913, attached to Job 5852 on [ ] Home Leave.]

(9) through (15) [No change]

(16) and (17) [Additions in process as Job 5357, attached to Job 5320 on [ ] Visitation Travel. Approval will make it necessary to renumber existing subparagraphs 16 through 19.]

b. [Revision of subparagraph b was coordinated by the Travel Policy Committee on 15 August. Awaiting authentication.]

c. [No change]

3. DEFINITIONS. For the purposes of this regulation:

a. through g. [No change]

h. Reserved. [To be used for cross-references to definition of Creditable Service Abroad when [ ] is coordinated and published.]

i. through o. [Formerly h through n. Definition of home leave point to be modified with revision of home leave regulation.]

p. Reserved. [To be used eventually for needed definition of indirect travel.]

q. and r. [Formerly o and p. No change in text.]

s. Permanent Place of Residence normally means the place where an employee physically dwells in the United States, its possessions, or the Commonwealth of Puerto Rico prior to a PCS transfer to a post abroad. The Director of Personnel, with the concurrence of the Deputy Director concerned, may approve another place as the employee's Permanent Place of Residence if the employee can establish, at the time of his request, that his physical dwelling place is transitory and temporary and such other place that he has requested is a place where he is domiciled or has previously physically dwelt. Information that can be presented in writing as evidence includes, but is not limited to, state voting registration, property ownership, and place where income or personal property taxes have been paid. Each employee who is departing on a PCS tour of duty outside CONUS or, if a participant in the CIA Retirement and Disability System, is being transferred [ ] will submit information to the

Office of Personnel so that the Director of Personnel in coordination with the Deputy Director concerned may designate or validate his Permanent Place of Residence before his departure.

t. through v. [Formerly q and s. No change in text.]

9. BAGGAGE

a. DEFINITIONS

b. AUTHORIZATIONS

(1) [No change]

(2) UNACCOMPANIED BAGGAGE ALLOWANCE

(a) and (b) [No change]

(c) Upon retirement within CONUS in accordance with [redacted] shipment of up to 300 pounds (gross) of baggage for each authorized traveler may be authorized in the travel order subject to the limitations stated in subparagraphs (b)(2) and (b)(3) above.

[No change in remainder of paragraph.]

16. SHIPMENT AND STORAGE OF EFFECTS. Employees may be authorized to ship and/or store their effects in connection with authorized PCS travel to, from, or between posts abroad including travel for emergency evacuation (subparagraph 2a(5)), and in connection with authorized travel for resignation, retirement, or other separation, as follows. (For transfers between [redacted] posts, Section 6 of Attachment 3 applies.) Where the Agency has contracts or arrangements with designated storage firms, their services should be used except when the employee's cover situation precludes such usage. If other firms are used solely at the request of the employee, the employee must pay for any excess costs involved.

a. through d. [No change]

e. SHIPMENT OF EFFECTS. Shipment of effects (excluding baggage, for which see paragraph 9) will be made by any common carrier other than air, unless air transportation is specifically authorized as being in the interest of the Government, is more economical, or no

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other common carrier is available. If no common carrier is available, shipment may be made by any available means.

(1) through (6) [No change]

f. STORAGE OF EFFECTS

(1) through (4) [No change]

(5) TEMPORARY STORAGE

(a) [No change]

(b) Effects may be stored for temporary periods as follows:

(1) and (2) [No change]

(3) In connection with authorized travel for retirement, resignation or other separation of an employee, storage at any place for a period not to exceed three months. (See [ ] for time limits.)

[No change in remainder of paragraph.]

17. SHIPMENT OF MOTOR VEHICLES

a. SHIPMENT OF MOTOR VEHICLES. When shipment of effects is authorized, shipment of a privately owned vehicle (POV) is authorized except when:

(1) Use of the POV is precluded by cover or local conditions;

20. TIME LIMITS

a. and b. [No change]

c. In connection with resignation, retirement, or other separation, official travel of an employee and his dependents, transportation

of his effects, storage of his effects, not to exceed three months in duration, and transportation of his privately owned motor vehicle may begin on or after the date specified in the travel order but shall not be deferred more than six months after the employee's last day in pay status. Exceptions to this time limit may be authorized by the Director of Personnel not to exceed 18 months after the employee's last day in pay status.

- d. In connection with the death of an employee or his dependent, reimbursement may be made for authorized expenses incurred at any time within six months following the date of death of the employee or of his dependent. Exceptions to this time limit may be authorized by the Director of Personnel not to exceed 18 months after the date of death.

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